



# BOARD OF COMMISSIONERS

1 S. Main St., 9th Floor  
Mount Clemens, Michigan 48043  
586-469-5125 FAX 586-469-5993  
macombcountymi.gov/boardofcommissioners

DECEMBER 2, 2008

## NOTICE OF MEETING

There will be a meeting of the **PERSONNEL COMMITTEE** on **Tuesday**, December 9, 2008, at 9 a.m., on the 9<sup>th</sup> Floor of the Administration Building, in the Commissioners' Board Room, Mount Clemens.

## AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Adoption of Agenda
4. Approval of Minutes dated 8-11, 9-11 (special) and 9-22-08 (previously distributed)
5. Public Participation
6. Recognition of Recent Retirees (attached)
7. Reconfirmation of Vacancies (attached)
8. Report on the Macomb/St. Clair Employment & Training Agency for 2007-2008 (attached)
9. Recommend the Continuation of a Hiring Freeze for Positions Vacated after January 1, 2009 Through December 31, 2009 (attached)
10. Recommend the Discontinuation of the Alternative Work Schedule Program (attached)
11. Recommend Extension of the Voluntary Four-Day Workweek Program (attached)
12. Recommend that 2009 Across-the-Board Wage Increases not be Implemented For Non-Union Employees (attached)
13. Adoption of Pay Resolutions for Elected Officials for 2009 and 2010 (attached)
14. Adoption of Resolution Establishing Salaries and Fringe Benefits for Macomb County Road Commissioners for 2009 and 2010 (attached)
15. Executive Session to Discuss Labor Negotiations

**Corinne Bedard**  
**Committee Reporter**

## MACOMB COUNTY BOARD OF COMMISSIONERS

Andrey Duzyj - District 1  
Marvin E. Sauger - District 2  
Phillip A. DiMaria - District 3  
Jon M. Switalski - District 4  
Susan L. Doherty - District 5

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Peter J. Lund - District 12  
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Brian Brdak - District 14  
Keith Rengert - District 15

William A. Crouchman  
District 23  
Chairman

Dana Camphous-Peterson  
District 18  
Vice-Chair

Leonard Haggerty  
District 21  
Sergeant-At-Arms

Carey Torrice - District 16  
Ed Bruley - District 17  
Paul Gielegem - District 19  
Kathy Tocco - District 20

Betty Slinde - District 22  
Sarah Roberts - District 24  
Kathy D. Vosburg - District 25  
Leon Drolet - District 26




# HUMAN RESOURCES DEPARTMENT

10 N. Main St., 4th Floor  
Mount Clemens, Michigan 48043  
586-469-5280 Fax 586-469-6974  
macombcountymi.gov

Labor Relations:  
Eric A. Herppich  
469-7241

Personnel Services:  
Douglas J. Fouty  
469-6126

TO: Commissioner Dana Camphous-Peterson, Chairperson  
Personnel Committee and Committee Members

FROM: Douglas J. Fouty,  Director – Personnel Services  
Human Resources

DATE: November 25, 2008

RE: Recognition of Recent Retirees

The following employees have applied for retirement and have been invited to attend the December 9, 2008 Personnel Committee Meeting.

Name: Jodi Pace  
Department: Sheriff  
Retirement Date: January 30, 2009  
Years of Service: 25 years  
County Commissioner: Paul Gielegghem

Name: Leanore Pierce  
Department: Human Resources  
Retirement Date: December 26, 2008  
Years of Service: 10 years 1.3 months  
County Commissioner: Paul Gielegghem

Name: Dolores McDougall  
Department: Circuit Court  
Retirement Date: January 5, 2009  
Years of Service: 8 years 5.4 months  
County Commissioner: Keith Rengert

Name: Glenn Fuhs  
Department: Sheriff  
Retirement Date: January 2, 2009  
Years of Service: 31 years 10.2 months  
County Commissioner: Kathy Vosburg

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Leon Drolet - District 26

Name: Lidia Benedettini-Dent  
Department: Reimbursement  
Retirement Date: November 14, 2008  
Years of Service: 27 years 11.4 months  
County Commissioner: N/A

Name: Roy Fagg  
Department: Family Court - Juvenile  
Retirement Date: February 27, 2009  
Years of Service: 22 years 4.7 months  
County Commissioner: Carey Torrice

Name: Leonard Haggerty  
Department: Board of Commissioners  
Retirement Date: December 31, 2008  
Years of Service: 10 years  
County Commissioner: William Crouchman

Name: Janet Haggerty  
Department: Family Court - Juvenile  
Retirement Date: December 5, 2008  
Years of Service: 8 years 10.4 months  
County Commissioner: Leonard Haggerty

Name: Anita McMillan  
Department: Health  
Retirement Date: January 16, 2009  
Years of Service: 27 years 7.0 months  
County Commissioner: Ed Bruley

Name: Linda Hartman  
Department: Facilities & Operations  
Retirement Date: December 5, 2008  
Years of Service: 9 years 10.8 months  
County Commissioner: Kathy Vosburg

Name: Elizabeth Slinde  
Department: Board of Commissioners  
Retirement Date: December 31, 2008  
Years of Service: 27 years .9 months  
County Commissioner: William Crouchman

Name: Philis DeSaele  
Department: Board of Commissioners  
Retirement Date: December 31, 2008  
Years of Service: 20 years 5.0 months  
County Commissioner: William Crouchman

# **RECYCLABLE PAPER**

RESOLUTION NO. \_\_\_\_\_

FULL BOARD MEETING DATE: \_\_\_\_\_

AGENDA ITEM: \_\_\_\_\_

MACOMB COUNTY, MICHIGAN

RESOLUTION TO Approve the reconfirmation of the following vacancies

INTRODUCED BY: Commissioner Dana Camphous-Peterson, Chair

Personnel Committee

**CLASSIFICATION**

**DEPARTMENT**

One Case Manager II (Janine Ekdahl)  
Reason for Position being Vacant: Resignation  
Date Position to be Vacant: 10-24-08  
Exit Interview Completed: Yes

Community Mental Health

One Personal Property Tax Collector (Michael Lovelock)  
Reason for Position being Vacant: Resignation  
Date Position to be Vacant: 11-18-08  
Exit Interview Completed: Yes\*

Treasurer

COMMITTEE/MEETING DATE

Personnel 12-09-08

The following vacant positions have been processed for posting pursuant to action of the Board of Commissioners on November 18, 2002:

**CLASSIFICATION**

**DEPARTMENT**

**One Unit Manager** (Esther Jacques)

Martha T. Berry

Reason for Position being Vacant: Resignation

Date Position to be Vacant: 12-05-08

Exit Interview Completed: Pending

**One Corrections Officer** (Glenn Fuhs)

Sheriff

Reason for Position being Vacant: Retirement

Date Position to be Vacant: 01-02-09

Exit Interview Completed: Yes\*

**One Corrections Officer** (Steven Thompson)

Sheriff

Reason for Position being Vacant: Resignation

Date Position to be Vacant: 11-30-08

Exit Interview Completed: Yes\*

\*Did not authorize the release of the exit interview information.



# COMMUNITY MENTAL HEALTH

22550 Hall Road  
Clinton Township, MI 48036  
586-469-5275 FAX 586-469-7674

**RECEIVED**  
NOV 19 2008  
**HUMAN RESOURCES**

Donald I. Habkirk, Jr.  
Executive Director

November 17, 2008

## BOARD OF DIRECTORS

Louis J. Burdi  
Chairperson

Janice A.B. Wilson  
Vice-Chairperson

Joan Flynn  
Secretary-Treasurer

Del (Delphine) Becker  
Patricia Bill  
Nick Ciaramitaro  
Mary Louise Daner  
Michael Heafield  
Rose Ann Mrosewske  
Brian Negovan  
Betty Slinde  
Kathy D. Vosburg

TO: Eric Herppich, Acting Director  
Macomb County Human Resources Department

FROM: Robert R. Slain, Deputy Director  
Community Mental Health

RE: Request to Post and Fill  
Vacant Budgeted Position  
Case Manager II  
Specialized Residential Services 224 646.62

Community Mental Health Services requests approval to post and fill the vacant, budgeted position of Case Manager II at Specialized Residential Services. The program supervisor is Lori Fox, 469-6673.



A CARF Accredited  
Organization

The vacancy is created by the resignation of Janine Edkahl, effective October 24, 2008.

The employee in this classification, under the supervision of an assigned supervisor, maintains a case load of only child waiver consumers. These children have been determined the most at risk of out of home placement, and meeting ICF-MR criteria, by the State of Michigan.

The Children's Waiver Program was recently awarded 26 new waiver slots. As a result, this program is significantly understaffed to support all of the additional waivers with the current staffing. We are urgently in need of filling Ms. Ekdahl's position as soon as possible.

Funding for this position is 90% Medicaid and 10% County Match.

Please contact me if you have any questions regarding this request.

Thank you.

RRS/lp

cc: D. Habkirk, Jr., J. Smiley, File

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**Macomb County  
Position Analysis Questionnaire**

**RECEIVED**  
**NOV 19 2008**  
**HUMAN RESOURCES**

**Employee Name:** Janine Ekdahl--Resigned

**Classification Title and Department:** Case Manager II, Community Mental Health

**Division/Program Assignment:** Specialized Residential Services

**Describe how this position is funded:**

<u>10 %</u>	<u>0 %</u>	<u>90 %</u>
County	Grant	Other

**Classification Purpose:**

*In one or two sentences, describe the primary purpose of the classification or why the classification exists in the organization.*

This is a case manager II, Child Waiver case manager. This position maintains a case load of only child waiver consumers. These children have been determined the most at risk of out of home placement, and meeting ICF-MR criteria, by the State of Michigan. The child is viewed as a family of one and awarded medicaid, which inturn directly pays for all services provided to the consumer. The case manager is responsible for all linking, coordinating, and monitoring of all identified services; including at a minimum of 1 monthly home visit, completion of quarterly and annual budgets, reviewing of all data and monthly reports provided by all service agencies, authorizing and approving all services via electronic medical record system.

**Organization Information:** *(Please attach a current organization chart)*

*Briefly describe the mission and role of the department or program area including services provided and any other information that will enhance the understanding of how the classification functions within the department.*

The Children's Waiver program operates within the Specialized Residential Services Department of Community Mental Health. SRS provides children and adults with developmental disabilities and severe and persistent mental illnesses a vast array of services in order to maintain each consumer in the least restrictive environment possible. These services include case management, psychiatric, nursing, residential, dietary, etc.

*Describe how the classification fits into the context of the department or program area.*

<b>Organization Relationships</b>	<b>Position Title(s)</b>	<b># in Position</b>
Immediate Supervisor of this Classification	Therapist III	1
Same Classification Within Department or Program	Case Manager II	8
Other Classifications Reporting to this Immediate Supervisor	T-II, Occupational Therapist, QMRP, RN	6
Classifications Directly Supervised by this Classification (if applicable)	N/A	0

*If this classification is responsible for providing work direction (but not direct supervision) for one or more classifications, list the name of the classifications involved and describe the nature of work direction provided.*

The case manager provides direction to the contract agencies employing community living support staff and respite staff regarding the appropriateness of the child's goals as they relate to the assessments. The case manager also provides direction and oversight to all ancillary services including, but not limited to OT, PT, ST, art, music, massage, and recreational therapy, to ensure that said services are not a duplication of service/billing.

### **Problem Solving Challenges:**

*Describe the problems and challenges confronted by the classification. Please provide an example of a typical and complex work situation.*

The child waiver program is in a constant state of growth. Although children age out as they reach age 18, each year we enroll more children than we age out. Along with the day to day case management functions, they are also responsible for the completion of all pre-screen assessments of prospective consumers. Once the pre-screen is completed and scored by the State, they are responsible for providing six month updates to the State prior to a slot being awarded.

**Functions and Responsibilities:**

*In order of their importance, describe the essential job functions and/or responsibilities of the classification. Indicate the approximate percent of time dedicated to each function. If a function is less than 5% of the allocated time, the activity is not a key responsibility and does not need to be listed. Also, indicate the frequency (daily, weekly, monthly) in which the function is performed.*

*These responsibilities may be described in one sentence including the function itself and the expected outcome. For example, transcribe, edit and word-process proposals and general correspondence for a manager and ten counselors in a timely and accurate manner.*

#	Function/Responsibility	% Time	Frequency	Statutorily Mandated
1	Completion of required paperwork	50	daily	Are required elements of CW program
2	Consumer home visits	20	daily/weekly	Minimum of 1 time per month, per child
3	Monitoring, linking, & coordination of services	20	daily	Based on child's plan & identified needs
4	Completion of pre-screens, and pre-screen updates	10	weekly	Varies, pending on referrals
5				
6				
7				
8				

**Quantifiable Workload Data:**

*Provide statistical information of the workload over a three (3) year period (attach additional information if necessary)*

By review at the State level, the recommendation of case load size is no more than 12 children at any one time. The waiver program has grown by 26 consumers since 10/1/08. This is equileveant to more than two full case loads. This is why it is imperative to have this position re-filled as soon as possible.

**Decision Making Authority and Responsibility:**

*Describe decisions that this position is able to take action on without specific instructions from the immediate supervisor. Please provide one to two examples.*

The case manager provides instruction to all assigned staff on child's case regarding the level of services provided, the approval or disapproval or assessments and goals, as well as the number of hours or service units the child will be eligible for based on the assessment completed by the case manager. The case manager has the ability to approve initial steps of equipment or home modification, then submit to supervisor for final approval or approval for submission to the State for funding.

**Scope Information:**

*If this classification was eliminated what would be the impact on the Department's operations.*

<b>Impact on Operations</b>	<b>Measure of Impact</b>
Case load would be too large to effectively manage	Lower quality of service due to time constraints
Slower response time to complete prescreens	Fewer consumers awarded waiver slots

**Key Customers:**

*Describe up to three of the most important contacts this position has with individuals employed by or doing business with the County. Include the position and the nature of the contact with that individual and the frequency (daily, weekly, monthly) Contact may involve exchanging and obtaining information, problem solving, coordinating events and projects, etc.*

<b>Position/Department</b>	<b>Nature of Contact</b>	<b>Frequency</b>
Account clerks/SRS & Administration	Approval or denial of MA payments	Monthly
Ancillary service agencies	Making referrals for consumers	daily-monthly
Physicians Offices	Obtaining scripts and medical forms	weekly-monthly

**Additional Information:**

*Provide any additional information that describes the scope and complexity of the position and its business necessity to the department.*

This position is highly specialized within SRS. The case manager is trained specifically for waiver responsibilities and does not carry any other type of consumer on their case load; due to the complexity of the position. This position is vacant due to previous csm resigning after FMLA.

MACOMB COUNTY HUMAN RESOURCES DEPARTMENT

EMPLOYEE EXIT INTERVIEW

NAME Janine Ekdahl SOCIAL SECURITY # [REDACTED]

ADDRESS 35558 Clarkston Lane Richmond, MI 48062

DEPARTMENT Community Mental Health

CLASSIFICATION Case Manager II

TERMINATION DATE October 24, 2008

DATE OF HIRE December 25, 2001 (adjusted)

REASON FOR LEAVING: ( ) LAY OFF ( ) RETIREMENT

( ) DISCHARGE ( ) NORMAL

(X) RESIGNATION ( ) DISABILITY

IF REASON FOR LEAVING IS RESIGNATION, PLEASE PROVIDE AS MUCH INFORMATION AS POSSIBLE REGARDING THE REASON.

I chose to resign to become a full-time stay at  
home parent to my son.

DO YOU HAVE A RESERVED PARKING SPACE IN THE COUNTY PARKING STRUCTURE?

( ) YES (X) NO

DO YOU BELONG TO A DEFERRED COMPENSATION PLAN? ( ) YES (X) NO

I (X) DO ( ) DO NOT AUTHORIZE THE RELEASE, TO THE MACOMB COUNTY BOARD OF COMMISSIONERS, OF THE INFORMATION ON THIS EXIT INTERVIEW FORM.

EMPLOYEE'S SIGNATURE Janine Ekdahl DATE 11-13-08

INTERVIEWER'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_



# OFFICE OF MACOMB COUNTY TREASURER

Ted B. Wahby


1 S. Main St., 2nd Floor  
Mount Clemens, Michigan 48043-2312  
586-469-5190 FAX 586-469-6770

**RECEIVED**  
**HUMAN RESOURCES**

Jerome T. Moffitt  
Chief Deputy

## Memorandum

To: Eric Herppich,  
Acting Human Resource Director

From: Ted B. Wahby   
Treasurer

Date: November 20, 2008

RE: Personal Property Tax Collector

Our Personal Property Collection department is made up of four collectors; we currently have one vacancy created by the resignation of Michael Lovelock effective 11/18/08.

The Department is a revenue producing unit within the Treasurer's Office. Over the past 3 years they have produced revenues of \$852,750 (2007), \$508,666 (2006), and \$430,474 (2005).

What is not reflected in the above numbers is the significant portion of the County's levy that would have gone uncollected if we were forced to rely on the local units. Last year the Department collected \$452,712 in County Tax, a significant portion of which would likely to have gone uncollected.

Our collectors also play an important role in working with delinquent taxpayers to make payments, find assistance and help keep them keep their homes. The personal attention we pay to the foreclosure process is the main reason we have not taken an occupied house or business since the law was changed six years ago.

As the economy continues to struggle we can anticipate a continued rise in delinquencies. While the numbers may increase collections are likely to become more labor intensive.

For 2008 & 2009 I have agreed to hold open two vacancies for one year to help with our budget issues. We evaluated work flow in the entire office, taking into consideration the considerable cross training we employ to determine how we could provide our continued quality service with fewer staff. Taking additional employees would have a strongly negative effect on our ability to complete our obligated responsibilities.

I hope this addresses any concern one may have to the validity of reconfirming the Personal Property Tax Collector position. Please contact me directly if there are any questions.



## Macomb County Position Analysis Questionnaire

**Employee Name:** Michael Lovelock

**Classification Title and Department:** Personal Property

**Division/Program Assignment:** Treasurer

**Describe how this position is funded:**

<u>100 %</u>	<u>%</u>	<u>%</u>
County	Grant	Other

**Classification Purpose:**

*In one or two sentences, describe the primary purpose of the classification or why the classification exists in the organization.*

Collect Delinquent Personal Property Taxes for contracting units of local government. Assist in Real Property Tax Reversion process.

**Organization Information:** *(Please attach a current organization chart)*

Briefly describe the mission and role of the department or program area including services provided and any other information that will enhance the understanding of how the classification functions within the department.

Provide efficiency and expertise on collection of taxes for county governments.

*Describe how the classification fits into the context of the department or program area.*

<b>Organization Relationships</b>	<b>Position Title(s)</b>	<b># in Position</b>
Immediate Supervisor of this Classification	Delinquent Personal Property Coordinator,	1
Same Classification Within Department or Program	Delinquent Personal Property Collector	3
Other Classifications Reporting to this Immediate Supervisor		
Classifications Directly Supervised by this Classification (if applicable)		

*If this classification is responsible for providing work direction (but not direct supervision) for one or more classifications, list the name of the classifications involved and describe the nature of work direction provided.*

N/A

**Problem Solving Challenges:**

*Describe the problems and challenges confronted by the classification. Please provide an example of a typical and complex work situation.*

Ability to do computations, enter data into computer system & comprehension of state statutes.

**Functions and Responsibilities:**

*In order of their importance, describe the essential job functions and/or responsibilities of the classification. Indicate the approximate percent of time dedicated to each function. If a function is less than 5% of the allocated time, the activity is not a key responsibility and does not need to be listed. Also, indicate the frequency (daily, weekly, monthly) in which the function is performed.*

*These responsibilities may be described in one sentence including the function itself and the expected outcome. For example, transcribe, edit and word-process proposals and general correspondence for a manager and ten counselors in a timely and accurate manner.*

#	Function/Responsibility	% Time	Frequency	Statutorily Mandated
1	Contacting taxpayer	100	Daily	Contracted basis
2				
3				
4				
5				
6				
7				
8				

**Quantifiable Workload Data:**

*Provide statistical information of the workload over a three (3) year period (attach additional information if necessary)*

Assigned various/designated areas of 24 local government units for collections. Responsible for generating approximately one quarter of stated income through collection efforts in the field. See attached statement on page 5.

**Decision Making Authority and Responsibility:**

*Describe decisions that this position is able to take action on without specific instructions from the immediate supervisor. Please provide one to two examples.*

Decisions on when to execute payment contracts, seize equipment, refer to legal for collection, when to file jeopardy assessments. Effect on Bankruptcy efforts on various chapters of bankruptcy on when we are allowed to collect.

**Scope Information:**

*If this classification was eliminated what would be the impact on the Department's operations.*

<b>Impact on Operations</b>	<b>Measure of Impact</b>
We would not be able to service contracting units	Loss of interest and administration fees
or perform statutory function of the Tax Reversion	Loss of collection of county tax
process.	Loss of personal visit fees

**Key Customers:**

*Describe up to three of the most important contacts this position has with individuals employed by or doing business with the County. Include the position and the nature of the contact with that individual and the frequency (daily, weekly, monthly) Contact may involve exchanging and obtaining information, problem solving, coordinating events and projects, etc.*

<b>Position/Department</b>	<b>Nature of Contact</b>	<b>Frequency</b>
Delinquent Personal Property Coordinator	Inform and advise	Daily
Assistant Corporation Counsel	Obtain legal advise	Monthly
Tax Collection Administrator	Technical problems	Daily/Monthly

**Additional Information:**

*Provide any additional information that describes the scope and complexity of the position and its business necessity to the department.*

Business necessity for the department is to fulfill our contractual obligation with the local units of government. the four individuals in this department have produced revenue \$852,750 (2007), \$508,666 (2006), and \$430,474 (2005). Due to our expertise and efficiency the department last year collected \$452,172 in county taxes, a significant portion of which would likely to have gone uncollected if we were forced to rely on local units.

Our collectors assist delinquent taxpayers to help in determining assistance which may be available to pay delinquent real taxes. The personal attention we provide is the main reason we have not taken an occupied home our businesss since the inception of the law 8 years ago. Due to economic conditions we anticipate a growth in the number of accounts which causes a greater demand for labor.

Revenue Generated by personal visits

	# of Visits	Income generated
2008	4243	\$212,150
2007	2254	112,700
2006	1373	68,650
2005	1306	58,770
2004	1225	55,125
2003	1582	71,190
2002	1778	80,610
2001	1710	76,950

# **RECYCLABLE PAPER**

RESOLUTION NO. \_\_\_\_\_

FULL BOARD MEETING DATE: \_\_\_\_\_

AGENDA ITEM: \_\_\_\_\_

## MACOMB COUNTY, MICHIGAN

RESOLUTION TO \_\_\_\_\_ Receive and File the M/SCETA Progress Report for 2007 - 2008

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

INTRODUCED BY: \_\_\_\_\_ Commissioner Dana Camphous-Peterson, Chair

\_\_\_\_\_ Personnel Committee

COMMITTEE/MEETING DATE

Personnel 12-09-08\_\_\_\_\_  
\_\_\_\_\_



# HUMAN RESOURCES DEPARTMENT

10 N. Main St., 4th Floor  
Mount Clemens, Michigan 48043  
586-469-5280 Fax 586-469-6974  
macombcountymi.gov

Labor Relations:  
Eric A. Herppich  
469-7241

December 1, 2008

Personnel Services:  
Douglas J. Fouty  
469-6126

TO: Commissioner Dana Camphous-Peterson, Chair  
Personnel Committee and Committee Members

FROM: Douglas J. Fouty, Program Director-Personnel Services  
Human Resources

RE: Receive and File the M/SCETA Progress Report for  
2007-2008

Attached is a November 20, 2008 memorandum from Kathy J. Jordon, Director of the Macomb/St. Clair Employment & Training Agency, as well as the Department's 2007-2008 Progress Report.

The Human Resources Department would respectfully request that the Personnel Committee receive and file this submission.

DJF/mb  
Attachment

## MACOMB COUNTY BOARD OF COMMISSIONERS

William A. Crouchman  
District 23  
Chairman

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District 18  
Vice-Chair

Leonard Haggerty  
District 21  
Sergeant-At-Arms

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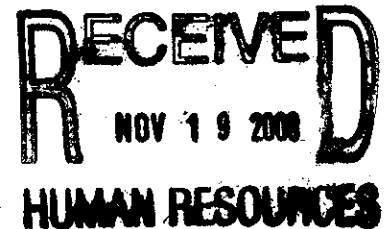
Carey Torrice - District 16  
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A private-public partnership  
administered locally by the Macomb/St. Clair Workforce Development Board



TO: Eric Herppich, Acting Director  
Macomb County Human Resources

FROM: Kathy J. Jordon *KJJ*  
Macomb/St. Clair Employment & Training Agency

DATE: November 20, 2008

SUBJECT: 2007-2008 Progress Report

I am pleased to make available our Department's 2007-2008 Progress Report.

I am requesting that the Personnel Committee of the Macomb County Board of Commissioners have an opportunity to review our report at their December 9, 2008 scheduled meeting. Enclosed are copies of our report for distribution.

I will be in attendance at the meeting for questions and comments.

Thank you for your consideration in this matter.

Enclosures:

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**ADMINISTRATIVE OFFICE**

VerKuijen Building  
21885 Dunham Road, Suite 11  
Clinton Township MI 48036-1030  
(586) 469-5220  
FAX (586) 469-7488

**CUSTOMER CENTERS**

75 North River Road  
Mt. Clemens MI 48043  
(586) 469-7702  
FAX (586) 469-5082

15950 12 Mile Road  
Roseville MI 48066  
(586) 447-9200  
FAX (586) 447-9238

43630 Hayes Road  
Clinton Township MI 48038  
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FAX (586) 286-9517

100 McMorran Boulevard  
6<sup>th</sup> Floor  
Port Huron MI 48060  
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# **MACOMB COUNTY BOARD OF COMMISSIONERS**



## ***MACOMB/ST. CLAIR EMPLOYMENT & TRAINING AGENCY PROGRESS REPORT***

July 1, 2007 through June 30, 2008

Respectfully Submitted,  
Kathy J. Jordon, Director  
December 9, 2008

## **INTRODUCTION**

The Macomb/ St. Clair Michigan Works! Agency (MWA), governed by the Macomb/St. Clair Workforce Development Board, is committed to vocational training through Michigan's No Worker Left Behind initiative and consistently is among the leaders in the state training enrollments. The Macomb/St. Clair MWA was among the first to implement the Michigan Prisoner Reentry Initiative (MPRI), is the only MWA to deliver employment and training services through the Michigan Older American Community Service Employment Program, and most recently was selected as one of six MWAs to participate in the JET Plus pilot program.

The local Michigan Works! System works in collaboration with Michigan Rehabilitation Services and the Michigan Commission for the Blind to ensure that individuals with disabilities have access to our full range of services. A Disability Program Navigator is employed on-staff to communicate directly with these organizations regarding the needs of their customers.

During the first half of calendar Year 2008, over 25,000 job seekers visited one of the five Michigan Works! Service Centers within the Macomb/St. Clair area to register for services. Additionally, over 6,000 job seekers attended at least one of 30 different job seeking seminars.

The philosophy of the Macomb/St. Clair Workforce Development Board is that all job seekers who visit the local service centers leave well-informed of the full-range of services available through Michigan Works!. For this reason, all job seekers who visit a local Michigan Works! Service Center are required to meet with a customer service representative (CSR) first. The CSRs provide customers with a printed catalog and oral description of services. In addition to job search assistance and vocational training, job seekers can choose from a range of 30 different free workshops designed to enhance their search for employment.

The Macomb/St. Clair Workforce Development Board awarded four (4) three-year contracts to Macomb County to provide services in Michigan Works! Service Centers throughout Macomb and St. Clair Counties. The Macomb/St. Clair Employment and Training Agency (M/SCETA), a department of Macomb County, is part of the twenty-five (25) local Michigan Works! Agencies overseeing workforce development services in every area of the state.

This report will focus on the following information:

- Services provided under the contract with the Workforce Development Board
- State and Federal resources utilized
- Customer Service Center locations and current organizational chart
- New trends and initiatives
- Performance standards and achievements

On behalf of the Macomb/St. Clair Employment & Training Agency staff, I wish to thank the Macomb County Board of Commissioners for your continued support of our programs.

**Highlights:**

- In the three (3) three year contracts, we received \$ 452,193 from the Workforce Development Board toward Indirect Costs.
- The M/SCETA budget contains 100% federal and state funds.

## **MICHIGAN WORKS! CORE SERVICES**

In the contract with the Workforce Development Board, which began on July 1, 2006 and ends June 30, 2009, the Macomb/St. Clair Employment and Training Agency is able to enhance the skill level and earning potential of all community residents by providing the following free services:

- ***Outreach and Recruitment*** - Flyers and catalogues have been created and distributed to the public, community agency representatives, business personnel, and educators in an effort to advertise various services to the public. In addition, M/SCETA staff conduct orientations describing program services in our workshops. On-site and off-site orientations are conducted for workers who have lost their jobs due to company closure and employment informational sessions conducted at various school districts, and organizations throughout Macomb and St. Clair counties are held as needed.
- ***Assessment and Career Guidance*** - Case managers provide individualized assessment and career guidance to assist job seeking customers in making informed career choices by appraising skills, interests and abilities using a variety of assessment instruments.
- ***Labor Market Information*** - An assortment of materials, both printed and computerized are available to customers, which provide occupational descriptions and relevant information on thousands of occupations, wages and hiring needs.
- ***Michigan Talent Bank and Job Bank*** - Job seekers and employers can find one another electronically at Michigan Works! Service Centers through Michigan's Internet-based labor exchange system. Job seekers can post their resumes in Michigan's Talent Bank and look for job opportunities through Michigan's Job Bank, all with the assistance of employment service professionals. Employers can post employment opportunities, and review resumes from job seekers.

- **Job Placement Services/Resources** - Current manufacturers' directories, daily newspapers, job search reference books and a video library on job search topics are available in the center's resource room. Computers are available to create resumes, ("Resume Maker" on-line), cover letters and envelopes. An "Assistive Computer", is available for customers with visual impairments and disabilities that make operation of a standard computer difficult. Staff can further assist customers by copying and/or faxing resumes and cover letters to potential employers. Additionally, staff perform on-site job fairs with employers. A phone bank is available for job search related calls such as interview scheduling, follow-up calls and networking, along with the new employment interview system that will be implemented throughout the State. The company supplying the system is called "**Interview USA**". This system will allow us to conduct job interviews on behalf of employers at our service centers, digitally record them, and allow the employers to access the results via e-mail.
- **One-Stop Center Commitment** - The Macomb/St. Clair Employment and Training Agency has demonstrated a strong commitment to working with many partner agencies and organizations in order to better facilitate appropriate referrals and coordinate services to customers. Key organizations include, but are not limited to the Michigan Department of Labor and Economic Development, the Unemployment Insurance Agency, Department of Human Services, Department of Rehabilitation, Michigan Department of Corrections, Macomb Community College, St. Clair County Community College, a number of private schools and many other community based agencies and organizations that cover a wide spectrum of services and assistance.

## MICHIGAN WORKS SPECIALIZED SERVICES

Specialized services are designed to integrate adults and youth facing barriers to employment into the labor force. Michigan Works provides customer-driven job training and employment support services, which will improve quality of life and enhance educational and occupational skills.

- ***Intake and Eligibility Determination*** - Case managers complete an application with customers to determine eligibility for specialized/enhanced services that utilize federal or state funds such as tuition-free or assisted classroom training or on-the-job training.
- ***Individual Service Strategy Development*** - Together, the case manager and the customer develop a customized employment plan taking into account the individual's vocational/educational abilities and interests, past work experience and unique circumstances culminating in an employment goal.
- ***Quality Case Management*** - Case management is a customer-centered, goal oriented process designed to assist the individual in identifying and obtaining appropriate services to meet their distinct needs such as basic skills upgrade, classroom training, on-the-job training and employment.
- ***Support Services*** - Case managers are committed to assisting their customers in successfully completing the activities in their Individual Service Strategy. Our staff is experienced in identifying community resources which address the customer's "barriers to employment" such as child care, transportation, work-related clothing or equipment and other support services necessary for customers to reach their career/employment goals.

- ***Tuition-Free or Assisted Classroom Training*** – Case managers can recommend certified occupational training conducted by private vocational schools, public schools, adult education, and area colleges in a wide variety of careers. Case managers can also assist that customer in receiving books and supplies related to their training, transportation allowance and job search assistance upon training completion.
- ***On-the-Job Training*** - Business consultants work in conjunction with the case managers to meet the customer's need for employment and the employer's need for a skilled employee. Participating employers can receive a 50% reimbursement for providing individuals the opportunity to learn new skills or upgrade their current skills while employed full time. Business consultants also assist employers by providing a wide variety of information on how they may access related resources.



## **FEDERAL AND STATE FUNDED PROGRAM DESCRIPTIONS**

It is the intent and vision of the No Worker Left Behind (NWLB) program to enable workers to acquire the skills necessary to succeed in the rapidly changing global economy of the 21<sup>st</sup> century. The NWLB program will achieve this economic transformation through the following activities:

- Accelerate worker transitions through learning
- Support the State's employers and economic development
- Align the use of existing training resources
- Will assist more than 100,000 participants statewide

The following Michigan residents are eligible for NWLB tuition assistance:

- Any person who is currently unemployed; or
- Any person who has received a notice of termination or layoff from employment, or
- Any employed person whose family income is \$40,000 or less. For individuals age 23 and under, family income includes parents' income regardless if the individual resides with his or her parents.
- Participants must be at least 18 years old, must not have graduated from high school in the last two years, and must not be full-time college students.
- NOTE: WIA eligibility i.e., citizenship, selective service registration and age requirements remain in effect.

Depending on customer eligibility requirements, customers can access two Workforce Investment Act, (WIA) funding sources in order to address their employment and training needs in the NWLB program. These are WIA Adult and WIA Dislocated Worker.

- **WIA Adult-** Individual must be 18 years of age, unemployed or meet family income guidelines, registered with selective service, a citizen of the United States or an eligible non-citizen, must not have graduated in the last two years, and must not be a full-time college student.

- **WIA Dislocated Worker Services-** Individuals 18 years of age or older who are registered with selective service, a citizen of the United States or an eligible non-citizen, and who have been terminated, laid off or have received a notice of termination or layoff, and are eligible for or have exhausted their entitlement to unemployment compensation, and are unlikely to return to their previous industry or occupation may fall under the definition of Dislocated Worker.
- **WIA In-School & Out-Of-School Youth Program-** aimed at preparing our most needy and most at-risk youth for a successful transition to adult roles and responsibilities. The In-School-Younger-Youth Program is designed for individuals between the ages of 14-18 years old. It offers skill assessments, tutoring, career exploration job readiness assistance, and a variety of other services needed to assist the student with school retention and preparation for post secondary education and/or employment. While participating in this program, students are given the opportunity to earn money through various incentives and Worked Based learning job skills. The Summer Youth Program is an extension of the year round In-School Youth Program in which the youth are given the opportunity to work during their summer break. In-School youth contractors design and implement their own work program and hire staff (if applicable) to assist in administering the program. Program duration is generally 4-6 weeks and the students work approximately 30 hours per week. Students are expected to treat this as employment and be evaluated periodically on their performance. The Out-Of-School-Older-Youth Program is designed for individuals between the ages of 19-21 years of age. The focus of this program is to assist the participant in obtaining their high school diploma/general equivalency diploma and then to transition into post secondary education and/or employment. The Out-Of-School-Older-Youth Program offers skills assessment, basic skills, upgrading, GED preparation, career exploration, job readiness assistance and job search assistance. As with the In-School Youth Program, participants are given the opportunity to earn money through various incentives. In addition, students are provided with a transportation allowance to assist them with their transportation needs.

- **TAARA** – Trade Adjustment Assistance Reform Act of 2002 – this federally funded program affords a full range of reemployment services to certified workers displaced by foreign competition either due to importing of foreign-made goods or the exporting of work. The primary objective of TAARA is to assist affected workers in returning to suitable employment. While the program provides a variety of training supportive services to workers, every effort is made to place these workers in jobs before spending TAARA funds for training. TAARA participants are permitted to leave the program at any time to accept suitable employment without penalty of repayment of any TAARA funds spent on their behalf, however there is a limit to one training program per person. The program provides Career and Employment Counseling, Job Search Assistance, Job Relocation, and Classroom Training or On-the-Job Training. When the TAARA of 2002 was enacted it provided for some new provisions; the Health Coverage Tax Credit (HCTC) and the Alternative Trade Adjustment Assistance (ATAA) programs. The HCTC can assist by paying 65% of health care premium for qualified participants. The ATAA program provides wage subsidy to help bridge the salary gap between old and new employment, for individuals 50 years or older when retraining may not be appropriate. The customer must secure employment within 26 weeks of layoff to be eligible for ATAA. Another provision called Trade Re-adjustment Allowance (TRA), which provides income maintenance benefits, paid through the Bureau of Worker and Unemployment Compensation (BWUC) can pay individuals up to 26 weeks of basic TRA benefits and if the customer is enrolled in training up to 52 weeks of additional TRA benefits. If a TAARA certified individual is in need of remedial training they can earn up to 26 weeks of Remedial TRA benefits.
  
- **JET/Work First-** When the Work First program (Michigan's Welfare-to-Work reform movement) was introduced in 1994, the state's economic climate provided an abundance of employment opportunities for both skilled and entry level job seekers. The primary goal of the Work First program was to rapidly engage welfare applicants and recipients in employment.
  - The economic climate today requires an increasingly skilled workforce. Many welfare recipients cannot begin meaningful employment that can lead to economic self-sufficiency without comprehensive assessment of their skills and

abilities followed by development of an individualized employment and training plan.

- The goal of the Jobs, Education & Training (JET) program is to individualize employment and training services versus the one size fits all Work First approach.
- Macomb County was designated as one of 6 counties to be included in JET expansion pilot sites. Expansion pilots began implementation in October 2006 and were fully operational by December 1, 2006.
- Primary partners in delivery of the JET program include Michigan Works Agencies (MWA), the Department of Human Services (DHS) and Michigan Rehabilitation Services (MRS). Other community based organizations and educational entities are also key partners.

#### *JET Pilot Goals*

- Short-term family support will be provided to 10 percent of applicants, reducing the total active cases by 20 percent after 18 months.
- Ten percent of the participants will raise reading and math skills to the eighth grade level or above, will obtain a high school diploma, or obtain a General Education Development (GED) certificate.
- Fifty percent of those participants obtaining employment will show at least a 20 percent gain in wages compared to their starting employment wage.

#### *JET Program Design Elements*

- Comprehensive assessments by DHS and MWA staff will identify participants who are employment and training ready and those who may have physical, mental or learning disabilities or other temporary barriers to employment. MRS staff will assist in developing Individualized Employment Plans for individuals who may have these barriers.
- In partnership with Macomb Community College and St. Clair County Community College, the MWA will utilize Work Keys assessments to identify employment skills and abilities of participants. Assessment results can lead to awarding Career Readiness Certificates that provide employers with information on the job readiness of a prospective employee.
- To address the disadvantage participants who lack a GED or who are basic skills deficient face in succeeding in the labor force, participants without a GED or who possess math and reading skills below 9<sup>th</sup> grade level will be required to participate in basic skills remediation or GED Prep courses.

- Participants will be encouraged to enroll in vocational training for demand occupations.
- Triage meetings between the participant, DHS and MWA or MRS staff may occur when participants do not follow through on their individual self-sufficiency plan. Sanctions may be imposed.
- Allocations to the local level allow DHS and MRS to increase staff that can be devoted to implementation of the Macomb JET pilot.

- **Work First 'Jet' Program Community Work Education**

The Community Education Program (CWE) was created to assist Work First participants by further developing essential employment skills while contributing needed services free of charge to their community. When placed enrolled into the CWE program Work First participants will be assigned to various 'host' sites, public agencies or private businesses, who have partnered with the Macomb/St. Clair workforce Development Board. The participants of the CWE program will be 'paid' with increased employment skills and the reward of knowing they are contributing to their community. Through the development and maintenance of a collaborative partnership between the Macomb/St. Clair Workforce Development Board and community hosts, the Work First program will continue to facilitate the goal of long-term, gainful employment for its participants.

- **Michigan Prisoner Re-entry Initiative (MPRI)**

Two MPRI programs are operated by this board, the only Michigan Works in the State to do so. The goal of the program is to transition parolees from the prison system into the community. A number of services are available through the MPRI program. The majority of participants are early released parolees, while some have completed their prison requirements and have been released. A transition team comprised of representatives from the workforce development, health services, mental health services, and MPRI staff have developed the plans. Family support services are a priority to lessen the recidivism rate.

- **Michigan Older American Community Service Employment Program (MOACSEP)** The Michigan Older Americans Community Service Employment Program serves individuals who are 55 years of age or older and whose family income is below 125% of the poverty level. Preference is given to those 65 years and older who may have a disability; limited English proficiency; low literacy skills, reside in a rural area, are veterans, have low employment prospects or who are homeless or at risk of becoming homeless. Individuals are placed in community service assignments with a non-profit host agency to gain marketable skills with a goal to enter unsubsidized employment. There are 75 allotted positions. Individuals earn minimum wage, and allowed to remain in the program for a maximum of 48 months. The program serves individuals from Macomb, St. Clair, Oakland and Monroe counties. The goals of the program are to provide low income seniors with an opportunity to gain marketable skills that support job placement opportunities, by assisting them to become more economically self sufficient through unsubsidized employment and to enhance the economic and social status of the community in which the program is conducted and improve the services offered by the Host Agency to the community.

## **CAREER ADVANCEMENT ACCOUNTS (CAA)**

There is a great need for skills upgrade training within Michigan's existing workforce and for those individuals who have exited the workforce. The State of Michigan has made available a demonstration grant to address these needs. The Macomb/St. Clair Workforce Development Board has been awarded funds to service automotive workers and supplier staff who have been laid off, who have left, or retired from industry through the acceptance of a buyout without funding for retraining. Funds from this demonstration grant must be used to pay for expenses directly related to education and training, tuition or the cost of the program including books or fees associated with education or training.

To be eligible the individual must have:

- Accepted a buyout package that excluded any training support and
- Been laid off, or
- Voluntarily left employment or

- Retired from the company

The training program must:

- Be in a demand occupation.
- Training institution must be licensed and accredited and offer degrees/license or industry recognize certification.
- The training program is NOT required to be listed on the Career Education Consumer Report (CECR).
- Training is limited to \$5,000 for the first year.
- Training must be completed June 30, 2009.

Number of Career Advancement Accounts to be awarded: 100

## **MICHIGAN WORKS CUSTOMER SERVICE CENTERS**

The Macomb/St. Clair Employment & Training Agency staff of 49 individuals currently provides services in five (5) Michigan Works Service Centers, where both job seeking and business customers can access a comprehensive package of free services.

### **Macomb County Locations**

#### ***Mt. Clemens***

75 North River Road

Mt. Clemens, MI 48043

Phone: (586) 469-7702

Fax: (586) 469-5082

#### ***Roseville***

15950 12 Mile Road

Roseville, MI 48066

Phone: (586) 447-9200

Fax: (586) 447-9238

(586) 447-9239

#### ***Clinton Township***

Atrium Office

43630 Hayes, Suite 100

Clinton Township, MI 48038

Phone: (586) 263-1501

Fax: (586) 286-9517

#### ***Warren***

Warren Office

27850 Van Dyke

Warren, MI 48093

Phone: (586) 574-2170

Fax: (586) 576-0422

### **St. Clair County Location**

#### ***Port Huron***

100 McMorran, 6<sup>th</sup> Floor

Port Huron, MI 48060

Phone: (810) 966-3300

Fax: (810) 966-3337



## UPCOMING ORGANIZATION CHALLENGES

Many new initiatives have taken place in the previous year. Included are:

- A total of 180,831 customers passed through the Macomb/St. Clair Michigan Works centers during calendar year 2007.
- Surpassed training enrollment goals to help customers achieve a higher standard of living.
- Exceeded/met sixteen of the seventeen State "Performance Standards."
- Macomb/St. Clair Michigan Works! staff in conjunction with other community leaders and the Macomb Correctional Facility Administration have joined together to address prisoner re-entry protocol that include assessment, education, life skills components, employment, career development and implementation of a pre-parole plan to improve parole success rates and reduce crime.
- Michigan Older American Community Service Employment Program (MOACSEP), provides low income seniors with an opportunity to gain marketable job skills that support job placement opportunities, by assisting them to become more economically self sufficient through unsubsidized employment and to enhance the economic and social status of the community in which the program is conducted and improve the services offered by the Host Agency to the community.
- **Peer to Peer** This program is designed to enhance the ability of dislocated workers to regain employment when a company is closing and/or has a mass layoff. A person from the affected company is chosen as a peer, to assist others being affected by the layoff. They are there to help answer questions and give each of the employees assistance as it pertains to getting them back to work or in a training program through Michigan Works. The Peer will work closely with the staff in the M/SCETA centers and get to know our services along with being able to offer a variety of additional information to the laid off workers.
- **Career Transition Program (CTP)** was developed by the Michigan Credit Union Industry, in partnership with the Michigan Department of Labor &

Economic Growth to help credit union members obtain advanced training for a new vocation, trade, or occupation. CTP will provide some \$40 million in below-market, unsecured educational loans, \$1.5 million for textbook reimbursements, and \$200,000 for career counseling and placement services to credit union members primarily affected by job losses in the manufacturing sector.

- **Interview USA** Michigan Department of Labor & Economic Growth (MDLEG) and the Michigan Works Association has obtained a new employment interview system that is implemented throughout the State. The company supplying the system is called "Interview USA". This system allows us to conduct job interviews on behalf of employers at our service centers, digitally record them and allow the employers to access the results via e-mail.

- **New Jet Plus Pilot Program**

Designed for cash welfare recipients to access vocational training leading to career employment and self-sufficiency.

- Two models are utilized:
  - Community Outreach Model
    - Targeted at individuals who lack a high school diploma or GED
    - Utilizes multiple service providers in a targeted local area
  - Campus Centered Model
    - Targeted at individuals who have a high school diploma or GED
    - Offers services in a single, integrated environment. Built on the
    - Focus: HOPE Post-Secondary Readiness for educational Pursuits (PREP) model
- Required elements of both JET Plus Pilot Models:
  - Vocational Training
  - English as a Second Language (ESL) services
  - Basic and remedial education
  - Workplace / family literacy
  - Computer literacy
  - Support services (car repair, work clothing, etc.)
  - Case Management
  - Employment placement/employment retention

- Transportation assistance
- Child Care Services
- Community Services and or subsidized employment placement (could include Work Study) in conjunction with vocational training enrollment if required to meet Federal participation requirements

**The Biggest Challenge(s) Our Department Faces:**

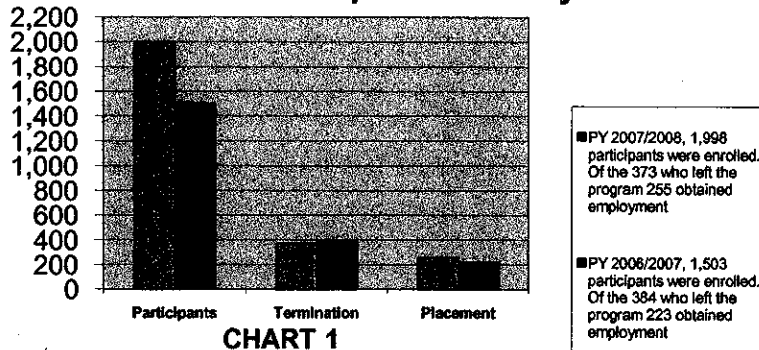
- To provide education and training in the demand occupations to dislocated/unemployed/under employed workers as a positive effort towards economic recovery.
- Stronger educational relationships
  - The message of quality and performance
- Stronger employer/employee relationships
  - Responsiveness to training and re-training
  - Flexible services

## **PERFORMANCE**

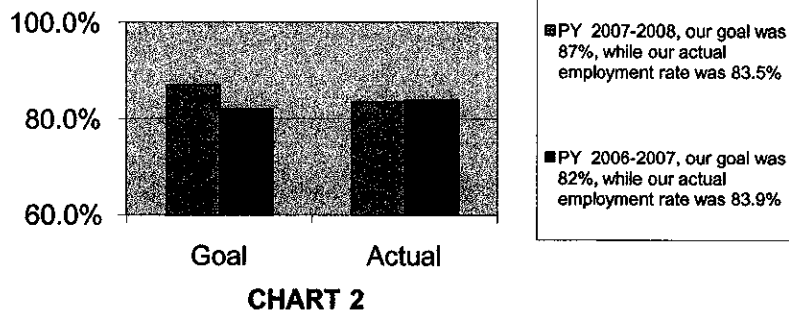
The Congress recognizes that job training is an investment in human capital, and not an expense. In order to determine whether the investment has been productive, seventeen (17) performance standards have been developed. They will be the primary tools used to evaluate program effectiveness.

- Charts 1, 4, 7, 10, and 12 indicate participation levels in the last two years.
- Charts 2, 3, 5, 6, 8, 9, 11, 13, and 14 indicate the level of performance achieved in the last two years.

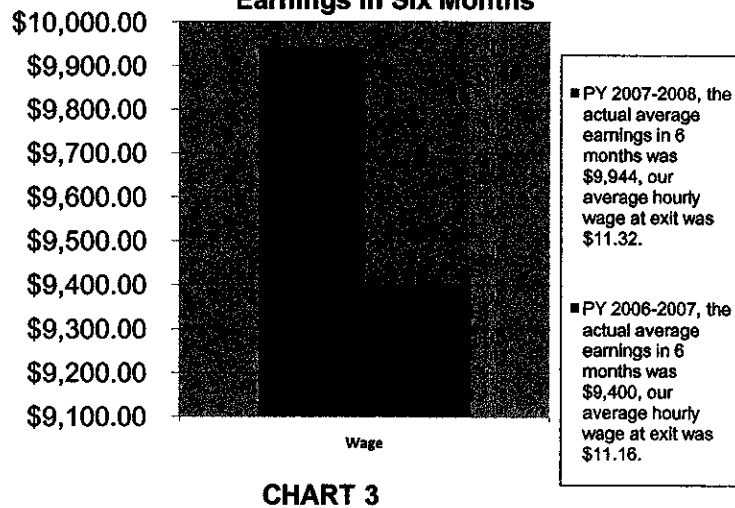
### WIA Economically Disadvantaged Adult Participant Summary



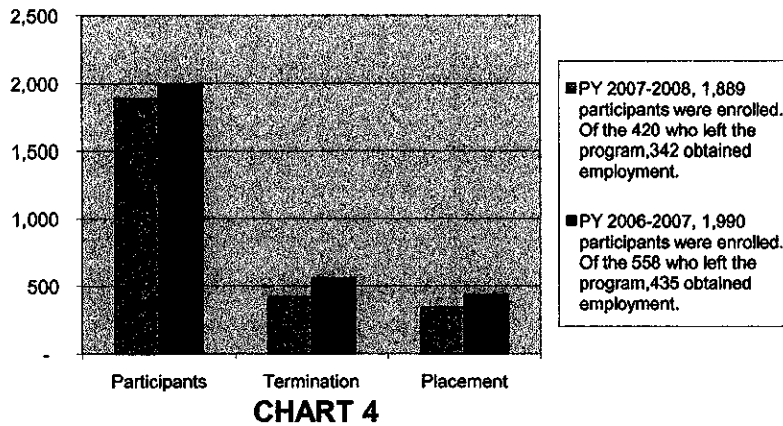
### WIA Adult Entered Employment Rate



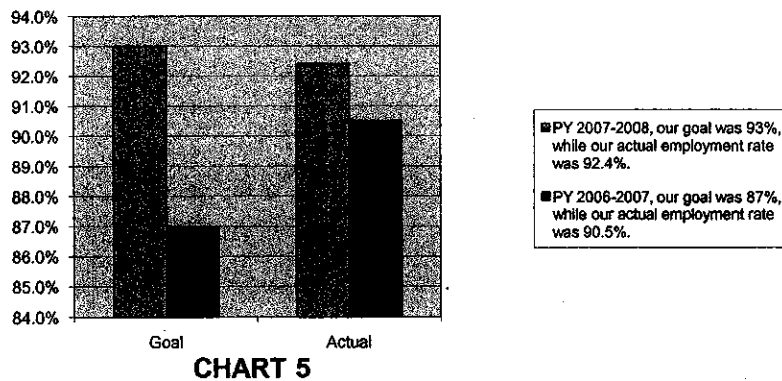
### WIA Adult Average Earnings in Six Months



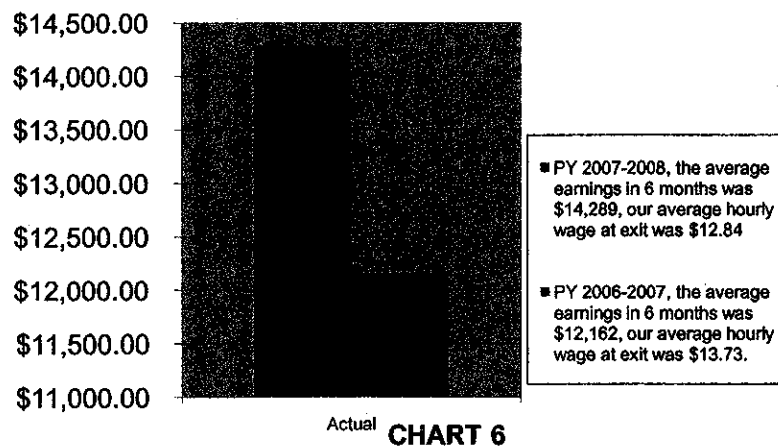
### WIA Dislocated Worker Participant Summary



### Dislocated Worker Employment Rate



### WIA Dislocated Worker Average Earnings in Six Months



### WIA Older Youth Participant Summary

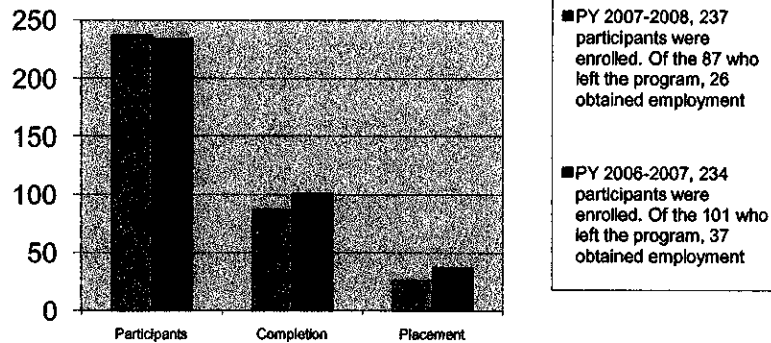


CHART 7

### WIA Older Youth Employment Rate

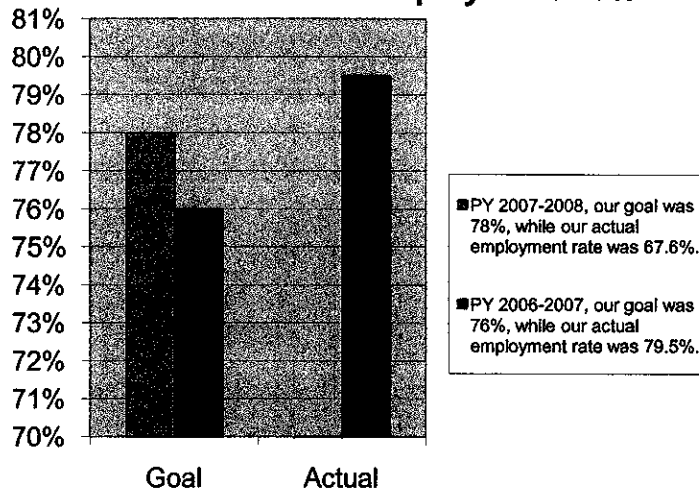
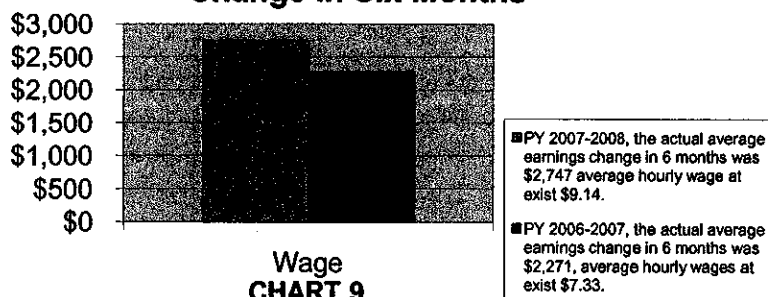


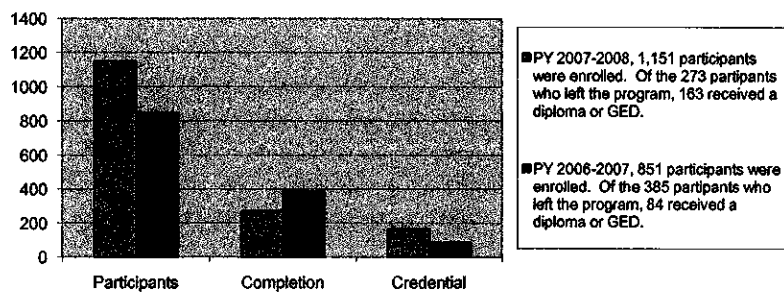
CHART 8

### WIA Older Youth Average Earnings Change in Six Months



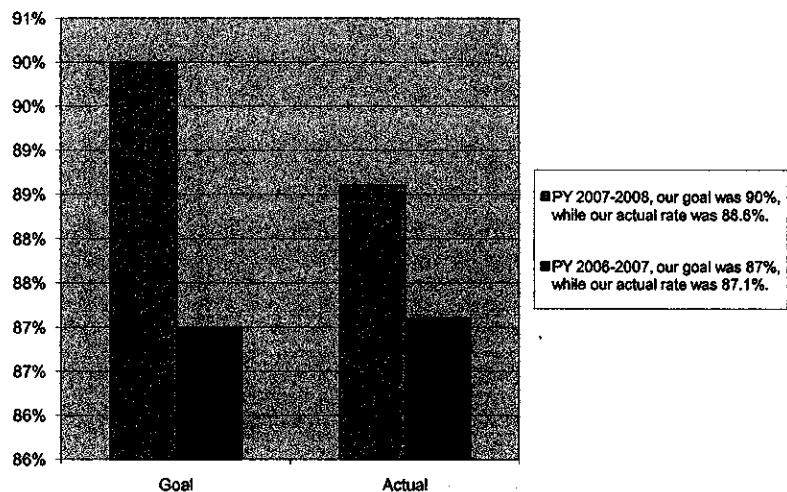
Wage  
CHART 9

## WIA Younger Youth Participation Summary



**CHART 10**

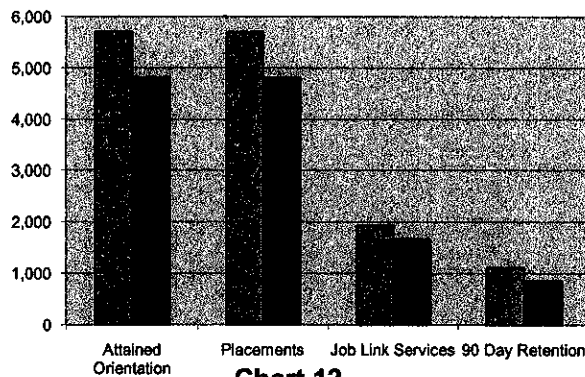
## WIA Younger Youth Skill Attainment



**CHART 11**



## Work First Progress Report

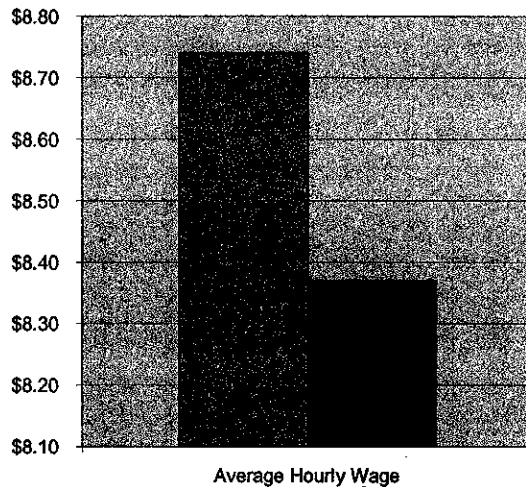


■ PY 2007-2008, 5,704 individuals attended a Work First Program orientation. Of the 5,701 who Participated in Job Link Services, 1,921 obtained employment and 1,113 retained employment for 90 days.

■ PY 2006-2007, 4,819 individuals attended a Work First Program orientation. Of the 4,815 who Participated in Job Link Services, 1,670 obtained employment and 856 retained employment for 90 days.

**Chart 12**

## Work First Average Hourly Wage



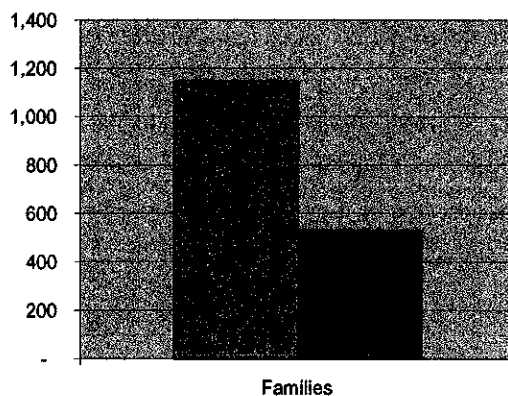
■ PY 2007-2008, the average hourly wage achieved during the 90 day employment retention was \$8.74.

■ PY 2006-2007, the average hourly wage achieved during the 90 day employment retention was \$8.37.

Average Hourly Wage

**CHART 13**

## Work First TANF Case Closure



■ PY 2007-2008, there were 1,148 families that left the Temporary Assistance to Needy Families (TANF) program, due to income earned through being placed into employment through Work First.

■ PY 2006-2007, there were 531 families that left the Temporary Assistance to Needy Families (TANF) program, due to income earned through being placed into employment through Work First.

Families

**CHART 14**

# **RECYCLABLE PAPER**

RESOLUTION NO. \_\_\_\_\_

FULL BOARD MEETING DATE: \_\_\_\_\_

AGENDA ITEM: \_\_\_\_\_

MACOMB COUNTY, MICHIGAN

RESOLUTION TO \_\_\_\_\_ Recommend continuation of a Hiring Freeze for positions vacated after  
\_\_\_\_\_ January 1, 2009 through December 31, 2009, excluding positions in which  
\_\_\_\_\_ duties and responsibilities are performed on a 24/7 basis and positions that  
\_\_\_\_\_ are funded at 50% or more from grant or external funding sources

INTRODUCED BY: \_\_\_\_\_ Commissioner Dana Camphous-Peterson, Chairperson  
\_\_\_\_\_ Personnel Committee

COMMITTEE/MEETING DATE

Personnel \_\_\_\_\_ 12-09-08

\_\_\_\_\_  
\_\_\_\_\_



# HUMAN RESOURCES DEPARTMENT

10 N. Main St., 4th Floor  
Mount Clemens, Michigan 48043  
586-469-5280 Fax 586-469-6974  
macombcountymi.gov

Labor Relations:  
Eric A. Herppich  
469-7241

Personnel Services:  
Douglas J. Fouty  
469-6126

December 1, 2008

TO: Commissioner Dana Camphous-Peterson, Chair  
Personnel Committee and Committee Members

FROM: Douglas J. Fouty, Program Director – Personnel Services  
Human Resources

RE: Recommend the Continuation of a Hiring Freeze for Positions Vacated after January 1, 2009 to December 31, 2009, excluding positions in which duties and responsibilities are performed on a 24/7 basis and positions that are funded at 50% or more from grant or external funding sources

At the September 25, 2009 Full Board meeting, a motion was approved to implement a Hiring Freeze for positions vacated after September 25, 2008 through December 31, 2008. I am recommending the continuation of the Hiring Freeze for vacant positions effective January 1, 2009 to December 31, 2009. There would be no position reconfirmations during this period of time nor would any positions be filled with the exception of positions in which their duties and responsibilities are performed on a 24/7 basis, as well as positions that are funded at 50% or more from grant or external funding sources.

DJF/mb

## MACOMB COUNTY BOARD OF COMMISSIONERS

Andrey Duzyj - District 1  
Marvin E. Sauger - District 2  
Phillip A. DiMaria - District 3  
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# **RECYCLABLE PAPER**

RESOLUTION NO. \_\_\_\_\_

FULL BOARD MEETING DATE: \_\_\_\_\_  
AGENDA ITEM: \_\_\_\_\_

MACOMB COUNTY, MICHIGAN

RESOLUTION TO \_\_\_\_\_ Recommend the Discontinuation of the Alternative Work Schedule  
\_\_\_\_\_ Program  
\_\_\_\_\_  
\_\_\_\_\_

INTRODUCED BY: \_\_\_\_\_ Commissioner Dana Camphous-Peterson, Chairperson  
\_\_\_\_\_ Personnel Committee  
\_\_\_\_\_

COMMITTEE/MEETING DATE

Personnel 12-09-08  
\_\_\_\_\_  
\_\_\_\_\_



## HUMAN RESOURCES DEPARTMENT

10 N. Main St., 4th Floor  
Mount Clemens, Michigan 48043  
586-469-5280 Fax 586-469-6974  
macombcountymi.gov

December 1, 2008

Labor Relations:  
Eric A. Herppich  
469-7241

Personnel Services:  
Douglas J. Fouty  
469-6126

TO: Commissioner Dana Camphous-Peterson, Chair  
Personnel Committee and Committee Members

FROM: Douglas J. Fouty, Program Director-Personnel Services  
Human Resources

RE: Recommend Discontinuation of the Alternative Work Schedule Program

The Board of Commissioners approved the Alternative Work Schedule (AWS) program for the second half of 2008. Employees were afforded the opportunity to work a non-traditional work week excluding pay periods with a holiday. With 309 participants, this has proven to be a popular program. However, since the start of the program in July, the factors influencing the decision have changed.

One objective of the adoption of the AWS program was to reduce travel time for employees as a result of the high cost of gasoline. Since July, gasoline prices have dropped by 50%. Another objective for Macomb County was to obtain a reduction in employee time off. The expectation was that employees would schedule personal business activities on the AWS day to reduce other time away from work.

In reviewing the time cards for the period of July 12, 2008 through November 26, 2008, the employees in the AWS program averaged 26.15 hours off, excluding annual leave, while the employees in the regular 75 hour schedule averaged 27.08 hours off during the same time period. The county objective of reducing time away from work was not met.

In addition, the cost of travel has been reduced due to external factors, administration of the schedules has been difficult and the time off reduction was minimal. With the uncertainty of the future, and with all Letters of Agreement for participants expiring on December 31, 2008, it is recommended this program be discontinued at this time.

DJF/mb

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# **RECYCLABLE PAPER**



RESOLUTION NO. \_\_\_\_\_

FULL BOARD MEETING DATE: \_\_\_\_\_

AGENDA ITEM: \_\_\_\_\_

MACOMB COUNTY, MICHIGAN

RESOLUTION TO \_\_\_\_\_ Recommend Extension of the Voluntary Four-Day Workweek

\_\_\_\_\_ Program \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

INTRODUCED BY: \_\_\_\_\_ Commissioner Dana Camphous-Peterson, Chairperson

\_\_\_\_\_ Personnel Committee \_\_\_\_\_

COMMITTEE/MEETING DATE

Personnel      12-09-08

\_\_\_\_\_

\_\_\_\_\_



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Mount Clemens, Michigan 48043  
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macombcountymi.gov

Labor Relations:  
Eric A. Herppich  
469-7241

Personnel Services:  
Douglas J. Fouty  
469-6126

December 1, 2008

TO: Commissioner Dana Camphous-Peterson, Chair  
Personnel Committee and Committee Members

FROM: Douglas J. Fouty, Program Director-Personnel Services  
Human Resources

RE: Recommend Extension of the Voluntary Four-Day Workweek  
Program

The Human Resources Department has previously reported to the Personnel Committee concerning employee utilization of a Voluntary Four-Day Workweek Program, with Department Head approval, which had been approved for 2008 as a potential budget savings initiative. From a high of approximately six (6) employees participating in the third quarter to two (2) employees participating throughout the year, this Program realized \$32,575 in budgetary savings for 2008. The 2007 cost savings was \$48,809.

It appears that the Program is more popular in the summer months than it is during other times of the year. The Human Resources Department recommends that the Personnel Committee approve extending this Program until December 31, 2009 in the hope that participation in 2009 will result in continued budgetary savings.

DJF/mb

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# **RECYCLABLE PAPER**

RESOLUTION NO. \_\_\_\_\_

FULL BOARD MEETING DATE: \_\_\_\_\_

AGENDA ITEM: \_\_\_\_\_

MACOMB COUNTY, MICHIGAN

RESOLUTION TO \_\_\_\_\_ Recommend that 2009 across-the-board wage increases not  
\_\_\_\_\_ be implemented for Non-Union employees  
\_\_\_\_\_  
\_\_\_\_\_

INTRODUCED BY: \_\_\_\_\_ Commissioner Dana Camphous-Peterson, Chair  
\_\_\_\_\_ Personnel Committee  
\_\_\_\_\_

COMMITTEE/MEETING DATE

Personnel 12-09-08  
\_\_\_\_\_  
\_\_\_\_\_



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macombcountymi.gov

Labor Relations:  
Eric A. Herppich  
469-7241

Personnel Services:  
Douglas J. Fouty  
469-6126

December 1, 2008

TO: Commissioner Dana Camphous-Peterson, Chair  
Personnel Committee and Committee Members

FROM: Douglas J. Fouty, Program Director-Personnel Services  
Human Resources

RE: Non-Union Wage Increase for 2009

It is recommended that 2009 across-the-board wage increases not be implemented for Non-Union employees.

DJF/mb

cc: David Diegel, Finance Director

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# **RECYCLABLE PAPER**

RESOLUTION NO.

FULL BOARD MEETING DATE: \_\_\_\_\_

AGENDA ITEM: \_\_\_\_\_

MACOMB COUNTY, MICHIGAN

RESOLUTION TO: ESTABLISH SALARIES AND COMPENSATION IN LIEU OF FEES  
FOR ELECTED COUNTY OFFICIALS AND PER DIEM RATES FOR COUNTY  
BOARDS AND COMMISSIONS AND PROVIDING FOR COUNTY SUPPLEMENTARY  
PAY BENEFITS FOR CIRCUIT COURT, PROBATE COURT AND CERTAIN DISTRICT  
COURT JUDGES AND TO PROVIDE PAYMENT FOR SAME OUT OF THE GENERAL  
FUND FOR THE YEARS 2009 AND 2010

INTRODUCED BY: CHAIRPERSON DANA CAMPHOUS-PETERSON,  
PERSONNEL COMMITTEE

This Resolution will freeze the salaries of all County Elected Officials, except County Commissioners, for 2009 and 2010 at the current 2008 salary. County Commissioners, by separate Resolution, reduced their salaries by five (5%) percent for 2009 and 2010.

COMMITTEE/MEETING DATE

PERSONNEL 12/9/08

**A RESOLUTION ESTABLISHING SALARIES AND COMPENSATION IN LIEU OF FEES FOR ELECTED COUNTY OFFICIALS, EXCEPT COUNTY COMMISSIONERS, AND PER DIEM RATES FOR COUNTY BOARDS AND COMMISSIONS AND PROVIDING FOR COUNTY SUPPLEMENTARY PAY BENEFITS FOR CIRCUIT COURT, PROBATE COURT AND CERTAIN DISTRICT COURT JUDGES, AND TO PROVIDE PAYMENT FOR SAME OUT OF THE GENERAL FUND.**

**WHEREAS**, by virtue of existing laws, the Macomb County Board of Commissioners is authorized and empowered to fix annual salaries and other compensation in lieu of all statutory fees, of elected County officials, and to supplement State salaries of Circuit Court, Probate Court and certain District Court Judges, and to provide fringe benefits for all of the foregoing:

**NOW, THEREFORE, BE IT RESOLVED BY THE MACOMB COUNTY BOARD OF COMMISSIONERS AS FOLLOWS:**

A. To the extent authorized by law, the elected officials listed below are hereby granted for the calendar years 2009 and 2010, the following annual salaries:

	<u>2009</u>	<u>2010</u>
County Clerk/Register of Deeds	\$106,745	\$106,745
County Prosecuting Attorney	\$115,482	\$115,482
County Sheriff	\$106,913	\$106,913
County Treasurer	\$106,745	\$106,745
County Public Works Commissioner	\$111,540	\$111,540

B. All of the foregoing elected County officials, unless otherwise provided herein, are awarded and entitled to receive all fringe benefits granted to all non-union County employees, as legally constituted and authorized by law, including cost of living allowance (COLA) based on two thousand eighty hours (2,080) per annum; provided, that none of the fringe benefits shall exceed total compensation as currently provided by law.

C. Where required or permitted by State statute, members of County boards and



commissions shall be paid a per diem of \$35.00, unless otherwise established by State statute.

D.     **WHEREAS**, the statutes of the State of Michigan provide that the total annual salary, including cost of living allowance for a Circuit Court Judge, Probate Court Judge and District Court Judge, shall not exceed certain levels and/or percentages of the salary of a Justice of the Michigan Supreme Court, and the Macomb County Board of Commissioners has determined it wishes to pay an additional salary in addition to that paid by the State to said Judges at the amounts set forth in such statutes, which will entitle the County to be reimbursed from the State for said additional salary.

**NOW, THEREFORE, BE IT FURTHER RESOLVED** that in order to maintain the salaries of Circuit Court Judges, Probate Court Judges and District Court Judges in conformity with the statutes of the State of Michigan for the years 2009 and 2010:

1.     Circuit Court Judges shall receive a total annualized salary not to exceed the maximum salaries based on the level or percentage of the salary of a Justice of the Michigan Supreme Court as set forth in MCLA 600.555. Further, it is the intent of the County of Macomb to contribute as an additional salary to the Circuit Court Judges, that amount as set forth in said statute which will entitle the County to reimbursement from the State.

2.     Probate Court Judges shall receive a total annualized salary not to exceed the maximum salaries based on the level or percentage of the salary of a Justice of the Michigan Supreme Court as set forth in MCLA 600.821. Further, it is the intent of the County of Macomb to contribute as an additional salary to the Probate Court Judges, that amount as set forth in said statute which will entitle the County to reimbursement from the State.

3. District Court Judges shall receive a total annualized salary not to exceed the maximum salaries based on the level or percentage of the salary of a Justice of the Michigan Supreme Court as set forth in MCLA 600.8202. Further, it is the intent of the County of Macomb to contribute as an additional salary to the District Court Judges, that amount as set forth in said statute which will entitle the County to reimbursement from the State.

E. **BE IT FURTHER RESOLVED** that each of said Judges of the Circuit Court, Probate Court and District Court be and hereby are awarded and entitled to receive, with the exception of that benefit known as the cost of living allowance (COLA), all fringe benefits granted to all non-union County employees, as legally constituted and authorized by law, including, upon retirement, health care benefits to retired Judges who are members of either the Macomb County Employees Retirement System and/or the Michigan Judges Retirement System and who:

(1) Commenced his or her term of office prior to January 1, 2006 and have eight (8) or more years of actual County service, or

(2) Commenced his or her term of office on or after January 1, 2006 and have fifteen (15) or more years of actual County service.

F. **BE IT FURTHER RESOLVED** that the salary herein established for the County Sheriff is full compensation for overseeing the inmate food program as well as the performance of statutory duties and that the Sheriff shall receive the same fringe benefits as all other law enforcement members of the Sheriff's Department.

G. **BE IT FURTHER RESOLVED**, except as otherwise mandated by law, that all fees and per diems collected by the County Clerk/Register of Deeds, the County

Prosecuting Attorney, the County Sheriff, the County Treasurer and the County Public Works Commissioner or their deputies or department employees be turned over to the County Treasurer for deposit in the general fund of the County of Macomb.

H. **BE IT FURTHER RESOLVED** that the foregoing salaries, compensation and other benefits are hereby approved for payment out of the general funds of the County of Macomb unless otherwise provided by law.

# **RECYCLABLE PAPER**

RESOLUTION NO.

FULL BOARD MEETING DATE: \_\_\_\_\_

AGENDA ITEM: \_\_\_\_\_

MACOMB COUNTY, MICHIGAN

RESOLUTION TO: ESTABLISH SALARIES AND COMPENSATION IN LIEU OF FEES  
FOR MACOMB COUNTY ROAD COMMISSIONERS FOR THE YEARS 2009 AND 2010

INTRODUCED BY: CHAIRPERSON DANA CAMPHOUS PETERSON,  
PERSONNEL COMMITTEE

This Resolution will establish the salaries and compensation for the Macomb County Road Commissioners for the years 2009 and 2010.

COMMITTEE/MEETING DATE

PERSONNEL 12/9/08

\_\_\_\_\_

**A RESOLUTION ESTABLISHING ANNUAL SALARIES  
AND FRINGE BENEFITS FOR MACOMB COUNTY ROAD  
COMMISSIONERS.**

**WHEREAS**, by virtue of existing laws, the Macomb County Board of Commissioners is authorized and empowered to fix the annual salaries and fringe benefit levels of County Road Commissioners:

**NOW, THEREFORE, BE IT RESOLVED BY THE MACOMB COUNTY BOARD OF COMMISSIONERS AS FOLLOWS:**

A. To the extent authorized by law, the County Road Commissioners are hereby granted for the calendar years 2009 and 2010, the following annual salaries:

1. A Road Commissioner appointed to serve as a County Road Commissioner prior to the adoption of this Resolution shall receive for the 2009 and 2010 calendar years an annual salary of \$34,163.00.
2. A person appointed to serve as a County Road Commissioner after the adoption of this resolution shall receive for the 2009 and 2010 calendar years an annual salary of \$17,082.00.

B. The County Road Commissioner shall receive the same fringe benefits as other non-union County Road Commission employees, excluding any cost of living (COLA) which shall not be provided to them. Further, the total compensation as stated herein shall not exceed the total compensation as currently provided by law.

C. That the foregoing salaries and fringe benefits shall be paid from County Road funds as provided by law.